



Fellowes High School  
OLC 401- Literacy Portfolio  
Mr. J. Brazeau



As an important part of this course, you will have to assess your growth in literacy. What exactly does this mean? This means that as a student you will need to take an active role in your education: you will have to manage a literacy portfolio.

### Portfolios

A portfolio is a means of collecting, reflecting and organizing a range of information. This literacy portfolio will contain reading responses, pieces of writing and your learning journal. This is very important. You will be asked to write an assessment of your growth in reading and writing skills as a part of the 30% final evaluation. In order to do this you will have to review the content of your portfolio, therefore, it is extremely important that you work on the portfolio diligently over the semester.

There will be many opportunities for self-assessment and reflection. The most important reflection will be the final evaluation. This is because you will have five months of material to review. It will be very interesting to see your growth.

As stated, you need to be diligent, thoughtful and organized. In order to be successful you must stay on top of your work. At the end of the course you'll be amazed at how much you have accomplished.

On the following page you will find a checklist of items that should be found in your portfolio

### **OLC 401- Portfolio Checklist**

- |  |   |
|--|---|
| <input type="checkbox"/> A news article  | <input type="checkbox"/> A Summary Piece              |
| <input type="checkbox"/> An opinion Piece/Persuasive Essay                     | <input type="checkbox"/> An information paragraph     |
| <input type="checkbox"/> Narrative Story                                       | <input type="checkbox"/> Reflective Paragraph         |
| <input type="checkbox"/> Descriptive Paragraph                                 |   |
| <input type="checkbox"/> Answering Implicit/Explicit questions about a reading |   |
| <input type="checkbox"/> Answering questions about a narrative text            |   |
| <input type="checkbox"/> Answering questions about a graphic text              |   |
| <input type="checkbox"/> Poem/Song   | <input type="checkbox"/> Job Application              |
| <input type="checkbox"/> Military Entrance Test                                | <input type="checkbox"/> Renters Agreement Assignment |
| <input type="checkbox"/> Title Page  | <input type="checkbox"/> Table of Contents            |

### **a)Assignment Descriptions**

1. Title Page
  - Must be in color
  - Must include a title (either “OLC 401 Portfolio” or “Your Name’s Portfolio”)
  - Must come first in your duotang
2. Table of Contents
  - Must be typed out on the computer
  - Must include “Item Descriptions” and “Page Numbers” or “Item Number”
3. Persuasive Essay/Opinion Piece
  - Must be an introduction, 3 supporting paragraphs and a conclusion. Each of the supporting paragraphs must include a different reason for or against.
  - Choose a side ( for or against) on one of the following topics
    - a) Fishing seasons should be made shorter in order to ensure that fish populations are large enough to support the fishing industry
    - b) Cell phones should be allowed in school at any given time
    - c) Students must have a 80% attendance record in order to get their credit for a given course.

#### 4. Narrative Story

- Write a story that is 1-2 pages in length on any topic that you choose
- Must include some sort of conversation at one point in the story

#### 5. Poem/Song

- Write a rhyming song or poem that is at least 15 lines in length on any topic that you choose
- The poem/song must have a title and a theme

#### 6. Job Application

- Find a job posting on either the internet or in the newspaper. The job posting must be included in your portfolio
- Write a cover letter and resume for the job description
- The cover letter must include the following elements
  - a) Your address (but not your name)
  - b) Today's date
  - c) Company address beginning with the contact person you are sending the resume to
  - d) Salutation (Dear...To Whom it May Concern)
  - e) Paragraph One: What position you are applying for, how you found out about the position, why you are interested (in the position or the company) and some of your main qualifications. This is a short introductory paragraph (4-5 lines)
  - f) Paragraph Two: Match what the employer is looking for with what you have to offer. This could be academic, volunteer or employment experience. How do your values/goals fit with the company? Use some examples. This should be the longest of the three paragraphs (around 10 lines or more)
  - g) Paragraph Three: Your contact information and some sort of nice expression such as, "I look forward to meeting with you" or "thank you for considering my application" or "I look forward to an interview in the future"
  - h) Parting Statement ( Sincerely, Yours Truly, etc)
  - i) Your Signature (a nice one, it should be legible)
  - j) Your name printed (it should be typed out)

#### 7. Reflective Paragraph

- Think back to a time where you made a mistake in your life. Write two paragraphs about this incident. The first paragraph should describe the mistake, answering who was involved and when, where and how it happened. The second paragraph should reflect upon what you would have done differently and how this mistake changed your life. Also how did it affect how others viewed you?
- This should be approximately one page in length.

8. Descriptive Paragraph

- Choose an object or event that you feel is important to you. Write a descriptive paragraph about it. Be sure to use lots of descriptive adjectives and adverbs. Use a dictionary if you need to.
- This should be no longer than a page

9. A Newspaper Article

- Choose one of the 3 possible themes to write a news article about
- Complete the "How to Write a News Article Worksheet"

10. Summary Piece

- Read over the 8 steps to summarization to remember how to summarize a text
- Choose one of the texts to summarize. Summarize the text using the 8 steps of summarization.
- Have your summary peer edited before submitting

11. Information Paragraph

- Review the "Information Paragraph" format
- Choose one of the topics to write an information paragraph on.
- Write the information text
- Have your text peer edited before submitting.

12. Implicit/Explicit Questions

- Read the text titled "Reconciliation" and answer the questions at the end of the reading
- Complete a "connections page for the text
- Have your answers peer edited before submitting

13. Narrative Text

- Choose one of the narratives
- Complete a "Analyzing a Narrative Worksheet"
- Have your answers peer edited before submitting

14. Graphic Text

- Read the graphic text "Travel Challenge" and answer the questions related to the graphic text.
- Have your answers peer edited before submitting

15. Renters Agreement

- Read the renters agreement assignment and answering the following comprehension questions

16. Military Entrance Test

- Read the Military Entrance test and answer the following comprehension questions.